



Home Health Aide

PROGRAM OUTLINE

PROGRAM GOAL AND OUTCOMES

Program Goal

To prepare students to assist clients with instrumental activities of daily living, monitor and report changes in a client's health, and be an instrumental part of a home care team in the role of a home health aide working in home or community settings.

Program Outcomes	Courses	Evidence of Learning
Describe a direct care worker's/home health aide's role in a private home or community setting	HHA101: Introduction to the Home Health Aide Role	Multiple-choice lesson exams
Apply ethical and legal rules and regulations for direct care workers	HHA108: Law, Ethics, and Confidentiality for the Home Health Aide	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
Demonstrate oral and written communication skills for speaking with patients, family, medical personnel, and other caregivers using appropriate language and terminology	HHA102: Therapeutic Communication	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
Apply standard procedures to maintain clean and safe environments for both themselves and their patients, including residential, transportation, and outside locations	HHA105: Home Care Procedures	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
Demonstrate knowledge and skills in areas of science relevant to the home health aide's role, including anatomy and physiology	HHA101: Introduction to the Home Health Aide Role	Multiple-choice lesson exams
	HHA103: Body Systems and Medication 1	Multiple-choice lesson exams
	HHA104: Body Systems and Medication 2	Multiple-choice lesson exams
Apply standard practices to assist patients with the activities of daily living, including bathing, dressing, grooming, meal preparation, physical movement, and mental exercises	HHA105: Home Care Procedures	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
Assess patients' physical and mental condition, including vital signs, behavior, activity level, and mental acuity	HHA105: Home Care Procedures	Multiple-choice lesson exams
	HHA107: Meeting Clients' Needs	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation

Administer medications, prescribed treatments, and basic first aid as directed by patients' healthcare manager (when appropriate and allowed)	HHA103: Body Systems and Medication 1	Multiple-choice lesson exams
	HHA104: Body Systems and Medication 2	Multiple-choice lesson exams
	HHA105: Home Care Procedures	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
React appropriately to emergency situations	HHA107: Meeting Clients' Needs	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
Maintain accurate records of patient care, condition, progress, and change	HHA103: Body Systems and Medication 1	Multiple-choice lesson exams
	HHA104: Body Systems and Medication 2	Multiple-choice lesson exams
	HHA105: Home Care Procedures	Multiple-choice lesson exams
	HHA108: Law, Ethics, and Confidentiality for the Home Health Aide	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
Create meal plans according to prescribed dietary recommendations and restrictions	HHA105: Home Care Procedures	Multiple-choice lesson exams
	HHA106: Nutrition	Multiple-choice lesson exams
Develop an instructional plan to teach families how to care for patients and react to emotional, medical, and physical situations	HHA102: Therapeutic Communication	Multiple-choice lesson exams
	HHA107: Meeting Clients' Needs	Multiple-choice lesson exams
	HHA109: Home Health Aide Externship	Performance evaluation
Discuss unique practices and procedures involved with caring for special populations	HHA102: Therapeutic Communication	Multiple-choice lesson exams
	HHA103: Body Systems and Medication 1	Multiple-choice lesson exams
	HHA104: Body Systems and Medication 2	Multiple-choice lesson exams
	HHA105: Home Care Procedures	Multiple-choice lesson exams
	HHA107: Meeting Clients' Needs	Multiple-choice lesson exams

PROGRAM STRUCTURE

Starting Your Program

Lesson 1 Starting Your Program

HHA101: Introduction to the Home Health Aide Role

Lesson 2 Introduction to Home Health Aide

HHA102: Therapeutic Communication

Lesson 3 Interpersonal Communication

Lesson 4 Therapeutic Communication Skills and Strategies

Lesson 5 Introduction to Medical Terminology and the Human Body

HHA103: Body Systems and Medication 1

Lesson 6 Cardiovascular and Hematologic Systems

Lesson 7 Respiratory and Endocrine Systems

Lesson 8 Gastrointestinal, Urinary, and Reproductive Systems

HHA104: Body Systems and Medication 2

Lesson 9 Integumentary and Musculoskeletal Systems

Lesson 10 Sensory Organs and Nervous System

Lesson 11 Immune System, HIV, and Cancer

Lesson 12 Medication Calculations, Storage, and Use

HHA105: Home Care Procedures

Lesson 13 Maintaining a Safe and Healthy Environment

Lesson 14 Bedmaking, Personal Care, and Elimination

Lesson 15 Collecting Specimens, Assessment, and Special Procedures

Textbook *Mosby's Textbook for the Home Care Aide*

HHA106: Nutrition

Lesson 16 Nutrition and the Human Body

Lesson 17 Nutrients, Micronutrients, Minerals, and Water

Lesson 18 Nutrition for Healthy Living and Food Safety

Textbook *Nutrition for Life*

HHA107: Meeting Clients' Needs

Lesson 19 Documentation and Working with Clients

Lesson 20 Caring for Clients of Any Age

Lesson 21 Clients with Special Needs and Dealing with Emergencies

HHA108: Law, Ethics, and Confidentiality for the Home Health Aide

Lesson 22	Law in Allied Health
Lesson 23	Ethics in Allied Health
Lesson 24	Confidentiality in Allied Health

HHA109: Home Health Aide Externship

Lesson 25	Home Health Aide Externship
Equipment	Blood Pressure Kit for the Home Health Aide

COURSE DESCRIPTIONS AND OBJECTIVES

Starting Your Program

Succeed by learning how to use your Penn Foster program.

By the end of this course, you'll be able to:

- Understand how to use your Student Portal.
- Access the Penn Foster Community and use it to find answers.
- Connect with Penn Foster on various social media sites.

HHA101: Introduction to the Home Health Aide Role

The course orients the student to Penn Foster's course structure. It introduces the student to the curriculum, the externship, the student portal, and Penn Foster's community. It offers an overview and introduction to the role of the Home Health Aide working in the home or community setting. Students will explore current trends and career options. Professionalism, regulations, responsibilities, and standards are also discussed.

By the end of this course, you'll be able to do the following:

- Identify skills needed to be a confident and independent online learner
- Describe the opportunities, roles, and skills of a Home Health Aide

HHA102: Therapeutic Communication Skills

In this course, you'll learn the importance of human interaction, including verbal and nonverbal communication, the communication feedback loop, barriers, cultural competence, and effective communication techniques. You'll learn how applying communication skills can assist in caring for patients and families to meet their health care needs. Effective communication skills will be covered, along with practices involved with caring for special populations. This course also introduces the Home Health Aide to basic medical definitions and abbreviations. It covers word analysis, word usage, roots, prefixes, and suffixes. Emphasis is placed on spelling and constructing medical terms. Development of oral and written skills to understand, spell, and build medical words, as well as developing the ability to speak with patients, families, medical personnel, and caregivers, is discussed.

By the end of this course, you'll be able to do the following:

- Summarize the elements of interpersonal communication
- Identify the best practices for communicating with patients
- Define medical terms and regions and structures of the body by analyzing medical terms

HHA103: Body Systems and Medication 1

This course will familiarize you with various body systems, including structure, function, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

By the end of this course, you'll be able to do the following:

- Identify the anatomy, physiology, diseases, and treatments of the cardiovascular and hematologic systems
- Identify the anatomy, physiology, diseases, and treatments of the respiratory and endocrine systems
- Identify the anatomy, physiology, diseases, and treatments of the gastrointestinal, urinary, and reproductive systems

HHA104: Body Systems and Medication 2

This course is a continuation of Body Systems and Medication 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

By the end of this course, you'll be able to do the following:

- Identify the anatomy, physiology, and diseases and treatments of the integumentary and musculoskeletal systems
- Identify the anatomy, physiology, and diseases and treatments of the sensory and nervous systems
- Identify the anatomy, physiology, and diseases and treatments of the immune system
- Explain how the Six Rights of Drug Administration dictate proper drug administration and storage

HHA105: Home Care Procedures

This course is designed to train you in providing personal care to patients to meet their physical, psychological, and mental needs. You'll develop homemaking and organizational skills as well as a working knowledge of IADLs. You'll learn to apply standard practices and safety procedures. The course demonstrates how to take vital signs. You'll learn to perform a basic health assessment with concentration on observing patients for condition changes. This course discusses basic infection control and prevention strategies, with emphasis on handwashing and bag technique. You'll explore how to prevent the spread of infection as well as special precautions. The course also demonstrates safety precautions and procedures for maintaining a clean and safe environment for the worker (aide), for patients in the home, at outside locations, and while transporting, along with proper body mechanics.

By the end of this course, you'll be able to do the following:

- Explain the procedures for maintaining a safe and healthy environment for both clients and yourself
- Identify personal care tasks, including the steps involved in bedmaking and elimination care
- Describe specimen collection and assessment procedures and other special procedures needed for client care

HHA106: Nutrition

Nutrition is the science that investigates how our bodies take in, break down, and use foods. The course will provide you with basic information on how these processes take place, including information about nutrients and how they contribute to the way the body functions. This will help you to have a better understanding of your decisions about food and diet. You'll also learn about physical activities that can contribute to a healthier lifestyle. Because a central focus of nutrition studies is on health promotion, suggestions for individual nutrition choice will be discussed, as well as tactics for maintaining a healthy weight and keeping food supplies safe.

By the end of this course, you'll be able to do the following:

- Explore how nutrition supports a body's wellness
- Discover the body's use of water, nutrition, and minerals
- Develop a healthy and safe lifestyle

HHA107: Meeting Clients' Needs

This course provides an overview of various dimensions of aging, including the aging process and how to provide competent care to the aging patient. It explores normal biological aging, attitudes toward aging, myths of aging, and how to monitor and assess for changes in psychosocial and functional status. It teaches how to develop an instructional plan for families to effectively manage physiologic and/or psychosocial changes. It also discusses end of life issues. Finally, it covers how to identify and handle emergency situations.

By the end of this course, you'll be able to do the following:

- Describe human needs and considerations and the documentation required when meeting those needs for clients
- Explain how to care for clients at any stage of life
- Describe types of special client needs, emergency situations, and emergency situation procedures

HHA108: Law, Ethics, and Confidentiality

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

By the end of this course, you'll be able to do the following:

- Interpret civil and criminal laws related to healthcare
- Assess ethical issues healthcare professionals face today
- Apply confidentiality laws and regulations

HHA109: Externship

This course introduces you to the home health aide externship and discusses the externship process and requirements. This externship provides you with hands-on training. The goal of the externship is to produce a competent home health aide by developing the essential skill sets through hands-on experience. This externship consists of 40 hours of clinical experience.

By the end of this course, you'll be able to do the following:

- Demonstrate home health aide skills learned throughout the program

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.